

15 FAM 180 FUNDING GUIDELINES

*(CT:OBO-18; 11-18-2009)
(Office of Origin: OBO)*

15 FAM 181 INTRODUCTION

*(CT:OBO-18; 11-18-2009)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

This section covers the general funding guidelines for costs associated with acquiring, occupying, maintaining, and disposing of real property abroad.

15 FAM 182 FUNDING GUIDELINES BY FUNCTION CODE

*(CT:OBO-18; 11-18-2009)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

7904 Building Maintenance Expense

Building Maintenance Expense (BME) is a category of cost within Building Operating Expense (BOE) used to capture those operating activities specifically attributable to properly maintaining the physical plant or major building systems within nonresidential U.S. Government-owned, long-term leased, or short-term leased (GO/LTL/STL) facilities or compounds.

BME funding provides resources for preventive maintenance service contracts for such building systems as elevators, water treatment systems, uninterruptible power supplies, generators, building automation systems, automatic voltage regulators/switchgear or HVAC/chiller.

BME may **only** be used for service contracts and is identified in the Department accounting system using sub-object code 2512.

BME may **not** be used for any other type or category of expense such as preventive maintenance at residential facilities (GO/LTL/STL), janitorial contracts, and gardening contracts.

BME funding does **not** cover preventive maintenance activities at LTL/STL nonresidential facilities that are the landlord's responsibility. In general, preventive maintenance at LTL/STL facilities is a landlord responsibility unless other arrangements are specified in the lease. If post is required to fund necessary preventive maintenance because the landlord fails to perform, the cost incurred by post should be deducted from the rent payment in a manner consistent with the terms of the lease.

Funding responsibility is determined by the scope of the preventive maintenance contract, the nonresidential facilities included in that scope, and the occupants within those facilities. Funding responsibility is then assigned based on the matrix outlined in 15 FAM Exhibit 181.

International Cooperative Administrative Support Services (ICASS) funding requests for BME should be made during the normal ICASS budget process using sub-object 2512. OBO reviews the requests as part of the ICASS budget cycle for setting targets. ICASS funds for BME will be issued as part of the ICASS allotment.

OBO funding requests for BME should be sent by cable to OBO/CFSM/FAC/MS. OBO funds for BME will be issued as an allotment directly from OBO.

Preventive maintenance contracts for a facility that is solely occupied by another agency should be direct-charged to that agency.

Additional operating guidance on BME is available in the GFS Knowledge Base at the following link: See the GFS Knowledge Base on the Global Financial Services Intranet site.

15 FAM 183 THROUGH 189 UNASSIGNED

15 FAM EXHIBIT 181

MATRIX OF COSTS AND FUNDING SOURCES

(CT:OBO-18; 11-18-2009)

This table identifies most major costs and funding sources covered in 15 FAM. Users should consult referenced subchapters for detailed information, keeping in mind that there are many exceptions to the general rules. Funding for USAID-owned and -leased buildings is not reflected in the matrix.

ITEM OF COST	PROPERTY	TYPE	OCCUPANTS	FUNDING	REFERENCE
LEASE COSTS	LTL	O & R	DOS/OA	OBO	162.1
	STL	O & R	DOS only	OBO	162.2
	STL	O & R	OA only	OA	162.2
	STL	O	DOS/OA	ICASS or OBO/OA	162.2
BOE* Operating (BOE)	GO/LTL/STL	O	DOS/OA	ICASS or DCP/OA	162.1
	GO/LTL/STL	O & R	OA sole*	OA or ICASS	162.1
	STL	O	DOS only	ICASS or DCP	162.2
BOE* Maintenance (BME)	GO/LTL/STL	O	DOS/ICASS/ OA	ICASS	182
	GO/LTL/STL	O	Shared OA	ICASS	182
	GO/LTL/STL	O	ICASS only	ICASS	182
	GO/LTL/STL	O	DOS only	OBO	182
	GO/LTL/STL	O	OA only	OA	182
	GO/LTL/STL	O	OA only	OA	182
MAKE READY	STL	R	DOS only	DCP	162.2
	STL	R	OA only	OA	162.2
	STL	R	DOS/OA	ICASS	162.2
PHYSICAL SECURITY UPGRADES	GO/LTL	O	DOS/OA	OBO**	165.1
	STL	O	DOS only	OBO	165.1
	STL	O	DOS/OA	ICASS	165.1
	GO/LTL	R	DOS/OA	DS or OBO	165.2
	STL (&LQA)	R	DOS/OA	DS	165.3
INITIAL TECHNICAL SECURITY EQUIPMENT	GO/LTL/STL	O	DOS/OA	DS or OBO	165.1
TECHNICAL SECURITY SYSTEMS (TSS) REFRESH	GO/LTL	O	DOS/OA	DS	165.1
	STL	O	DOS only	DS	165.1
	STL	O	OA only	OA	165.1
	STL	O	DOS/OA	ICASS	165.1
EOB INSTALLATION & EXPANSION OF TECHNICAL SECURITY EQUIPMENT	GO/LTL/STL	O	DOS/OA	DS	165.1

ITEM OF COST	PROPERTY	TYPE	OCCUPANTS	FUNDING	REFERENCE
M&R/ IMPROVEMENTS	GO	O & R	DOS/OA	OBO	633
	LTL	O & R	DOS/OA	Lessor/OBO	633
	STL	O & R	DOS/OA	Lessor	633
	GO/LTL	R	Marine SG	OBO	633
	STL	R	Marine SG	Lessor	633
GROUNDS CARE	GO/LTL	O/R (Apt)	DOS/OA	ICASS or DCP/OA	632.3
	STL	O/R (Apt)	DOS/OA	ICASS or DCP/OA	632.3
	GO/LTL/STL	R	Listed Off	DCP/OA	632.3
GROUND CARE/M&R	GO/LTL/STL	R	Marine SG	DS	632.3
FIRE EQUIPMENT	GO/LTL	O & R	DOS/OA	OBO	840
	STL	O & R	DOS/OA	OBO	840
	STL	R	OA only	OBO	840
	STL	O	OA only	OA	840
INITIAL FFA&E	GO (CAP)	O	DOS	OBO	753
	GO (CAP)	O	OA	CSCS	753
	GO/LTL/STL	R	Listed Off	OBO	722
	GO/LTL/STL	R	DOS	DCP	722
	GO/LTL/STL	R	OA	OA	722
	GO/LTL/STL	R	Marine SG	DS	722
REPLACEMENT FFA&E	GO/LTL/STL	O	DOS	DCP	753
	GO/LTL/STL	O	ICASS	ICASS	753
	GO/LTL/STL	O	OA	OA	753
	GO/LTL/STL	R	Listed Off	OBO	722
	GO/LTL/STL	R	DOS/OA	DCP/ICASS/OA	722
	GO/LTL/STL	R	Marine SG	DS	722
FURN & LG EQUIPMENT	GO (CAP)	R	DOS/OA	OBO/OA (agreement)	722
REPRESENTATIONAL ITEMS	GO/LTL/STL	R	Listed Off	OBO/OA	722
CERTAIN ITEMS	GO/LTL/STL	R	Listed Off/DOS	DCP	733
REFURB/REDEC	GO/LTL/STL	R	Listed Off	OBO	733
EMERGENCY REFURB/REDEC (up to \$1,000/yr)	GO/LTL/STL	R	Listed Off	OBO	722
AC UNIT > 36,000 BTU	GO/LTL	O & R	DOS/OA	OBO	635.2
	STL	O & R	DOS/OA	Lessor	635.2
AC UNIT < 36,000 BTU	GO/LTL/STL	O	DOS/OA	DCP/ICASS/OA	635.2
EMERGENCY GENERATORS (& major overhauls)	GO/LTL/STL	O & R	DOS only or DOS + OA	OBO	636.1
	GO/LTL/STL	O & R	OA only	OA	636.1

NOTE:

See also telephone installation (15 FAM 166) and condo fees (15 FAM 168).

* Sole tenant agencies in some GO/LTL facilities fund BOE & F&F.

** As authorized and appropriated under Diplomatic Security Act.

Key:

BOE	Building operating expenses (see 15 FAM 120)
CAP	Capital construction
CSCS	Capital Security Cost Sharing contributions provided to OBO
DCP	Post-held funds allotted under diplomatic and consular programs appropriations by regional bureaus
DOS	Department of State
DS	Bureau of Diplomatic Security
EOB	Existing Office Building
FFA&E	Furniture, furnishings, appliances, and equipment
GO/LTL	U.S. Government (State)-owned/long-term leased
ICASS	International Cooperative Administrative Support Services
LG EQP	Washers, dryers, furnace, water heater, etc.
Listed Off	Listed officers
LQA	Living quarters allowance
M&R	Maintenance and repair
O	Office (nonresidential)
OA	Other Agency
OBO	Bureau of Overseas Buildings Operations appropriations
R	Residential
SG	Security guard
STL	Short-term leased